

Missing child policy

On-site

If a child goes missing from the setting

- The designated person (or deputy, as applicable) will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child is missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not immediately found on site, one member of staff searches the immediate vicinity. If there is no sign of the child, the police are called immediately.
- If the designated person is not already on-site, they are informed.
- The Committee Chair and (if different) designated officer are informed.
- The parents/carers are called and informed by the designated person.

Off-site

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that this procedure is followed:

- As soon as it is noticed that a child is missing, the senior staff member on the outing carries out a headcount.
- One member of staff searches the immediate vicinity but does not search beyond that.
- In an indoor venue, the senior staff member alerts the venue's security.
- If the child is not immediately found, the senior staff member contacts the police.
- The designated person is informed. If they are not on the outing, where practical, they should make their way to the venue to aid the search and be the point of contact for the police as well as to support staff.
- The designated person informs the parents/carers.
- Staff take the children back to the setting as soon as possible if it is safe to do so.
- The designated person informs the Committee Chair and (if different) the designated officer, who attend the setting or outing venue, as applicable, as soon as possible.

Recording and reporting

- Appropriate safeguarding reports must be completed by the designated person and designated officer on the day that the incident occurred.
- The senior staff member on duty at the time of the incident writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
- Each member of staff present during the incident must complete a full report using the appropriate safeguarding incident reporting form.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The Committee Chair and the designated officer carry out a full investigation.
- The designated person and the Committee Chair speak with the parents together and explain the process of the investigation.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR and safeguarding arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- The relevant insurers are notified.

Safeguarding contacts

The Designated Person is Cheryl Leeks. The Deputy Safeguarding lead is Emma Guy. The Designated Officer is Laura Griffiths.

This policy was adopted at a meeting of	Woodland Corner
Held on (date) 18 th September 2024	
Signed on behalf of the Management Committee	Jess Brown
Role of signatory (e.g. chairperson etc.)	Chairperson
Review date	September 2025